

# Final Settlement Gratuity Calculation Document

## Employee Details

Name	John Doe	Employee ID	EMP12345
Department	Finance	Designation	Accounts Manager
Date of Joining	05-Jan-2015	Date of Leaving	31-May-2024

## Gratuity Calculation

Description	Details
Last Drawn Basic Salary	\$3,000.00
Total Years of Service	9 Years 4 Months
Eligible Years Rounded	9 Years
Gratuity Formula	(Basic Salary - 21 ÷ Years of Service) / 30
Total Gratuity Amount	\$18,900.00

## Final Settlement Summary

Component	Amount
Gratuity Payable	\$18,900.00
Other Deductions	\$0.00
<strong>Total Amount Payable</strong>	<strong>\$18,900.00</strong>

## Important Notes

- Gratuity is subject to eligibility and company policy, as per applicable law.
- Any outstanding loans or advances will be deducted from the final settlement.
- Calculation is based on last drawn basic salary and completed years of service.
- Partial years, if more than six months, are considered as one full year.
- This document is for reference purpose and subject to management review and approval.